

## Language Standards

### Objective

Mongold is a multinational corporation and operates in many countries where the official language may not be English. It is essential that all communication between international colleagues is conducted in a common language with tolerance and respect for country-specific cultural and legal requirements.

### Language Standard

The international language standard for Mongold is United Kingdom English. All staff, whose job position requires communication with international colleagues, must be able to communicate in English.

### Practical Implementation

- All correspondence sent via mail or e-mail from non-English speaking jurisdictions to English jurisdictions must be in English and accompanied with the non-English original.
- Correspondence sent via mail or e-mail from English speaking jurisdictions to non-English jurisdictions must be in English and the non-English translation, if not provided with the English correspondence, must be made by the receiving jurisdiction before further circulation, and filed with the English copy.
- All official correspondence to business or Government in a non-English jurisdiction must have an English translation made and filed with the non-English copy.
- All operational correspondence, such as directives / news items / procedures; must be in both English and the local language.

### Translations

- Translations must be accurate.
- The non-English speaking jurisdiction is responsible for ensuring the translation of all documents meets this standard.
- The quality of translations will be audited by the corporate office.

